How to use the Interdisciplinary Care View on the Clinical Summary tab

1) Select the **Clinical Summary** tab

2) The **Interdisciplinary Care View** may automatically display. If not, use the down arrow to show the **View** menu items and select **Interdisciplinary Care View**.

3) The first page of the **Interdisciplinary Care View** will list documents related to Advance Directives, Patient Education, Discharge Summaries and Problems.

Note*: If these four items do not display together on the first page, click the box next to the word Scroll. You will need to use the scroll bar to see the second page of the view.*

4) The **Problems** tile contains the problem name (category and value) and Status information for each problem. This information reflects entries made on the Interdisciplinary Problems flowsheet for these observations for a specific date/time.

Caution: It is possible to "sort" the columns by clicking on the column name BUT we don't recommend doing this as the two observations for each problem (name and status) do not always stay together. **For example**: If several problems were identified on 6/14 and the status of one problem was updated on 6/20, if you sort by date the status on 6/20 would go to the bottom of the list and no longer be associated with the actual problem. *If you do accidentally sort a column, hit the **Refresh** button to return to the correct sort sequence.*

Figure 1: Interdisciplinary Care View

5) The second page of this view displays a list of documents from various departments.
- o Click on the arrow to view the second page **or**
- o Click on the Scroll box to display all on one page.

Note: On some computers the Interdisciplinary Problem tile may display on the second page instead of the first and include numerous pages. Use the Scroll box to group information on one page. Scroll bar will appear on the right.

6) If you want to see detailed information on a document listed:
- o Click on the document name to highlight
- o Right click on the document name and select **Show Document Details**.
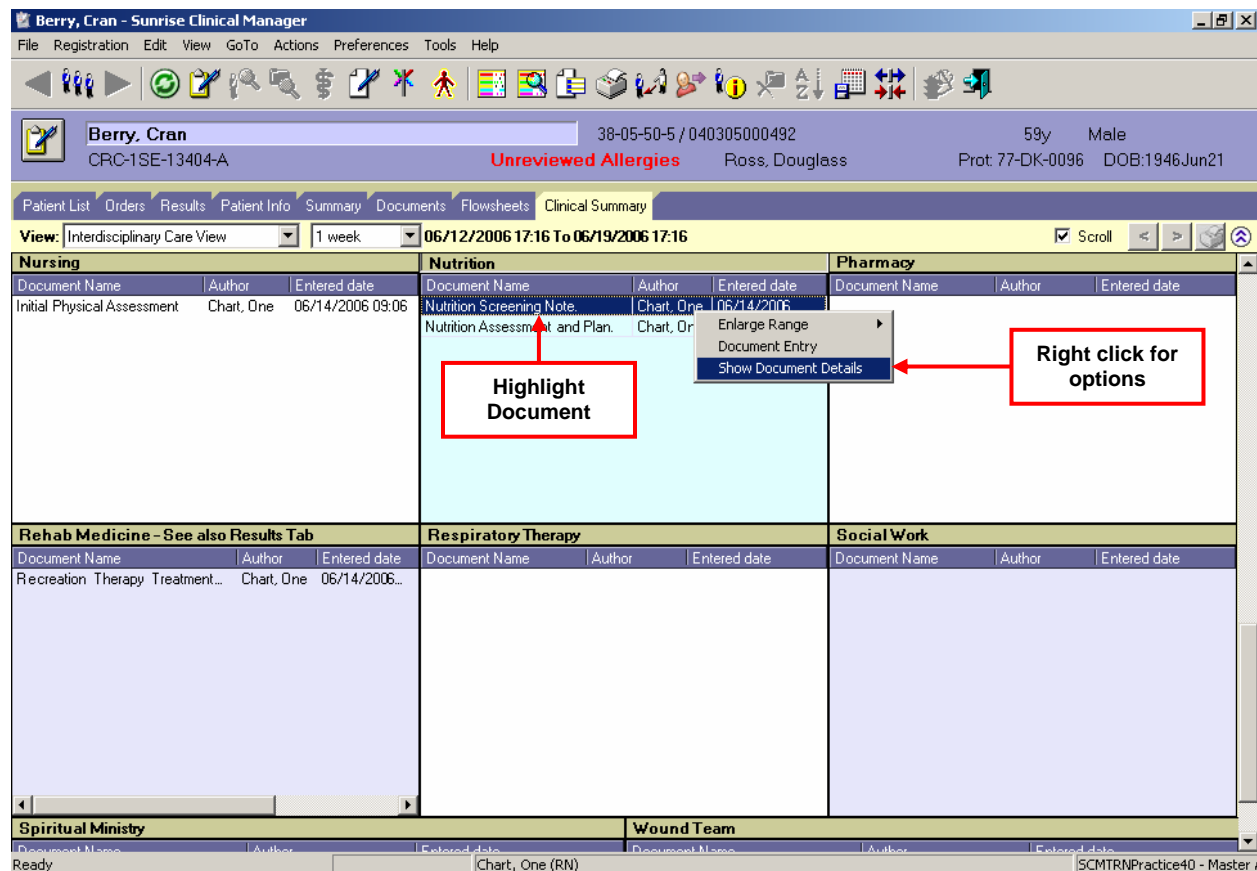- o The report form of the document will display.

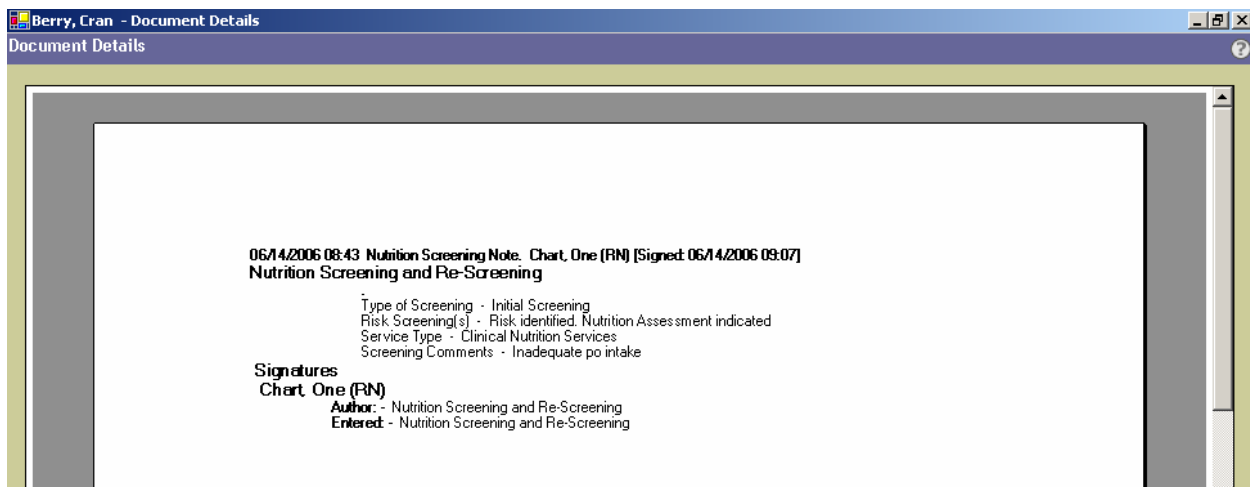**Figure 2: Date/Time Interval and Other Options**

Figure 3: Show Document Details – Document

7) The overall **Date/Time Interval** for how patient information displays is pre-defined based on the view you are using. To change the **Date/Time Interval**, use the down arrow in the second **View** field to select a different time interval from the displayed list.

8) Certain tiles may have a different pre-defined date/time intervals. Depending on the tile, you can also modify individual tile date/time ranges. To modify a date/time range:
   o Right click in the desired tile
   o Select **Enlarge Range** from the shortcut menu

*Note: Date/Time modifications are **NOT** saved. When you refresh the **Clinical Summary** view, the system reverts to the pre-defined date/time range.*
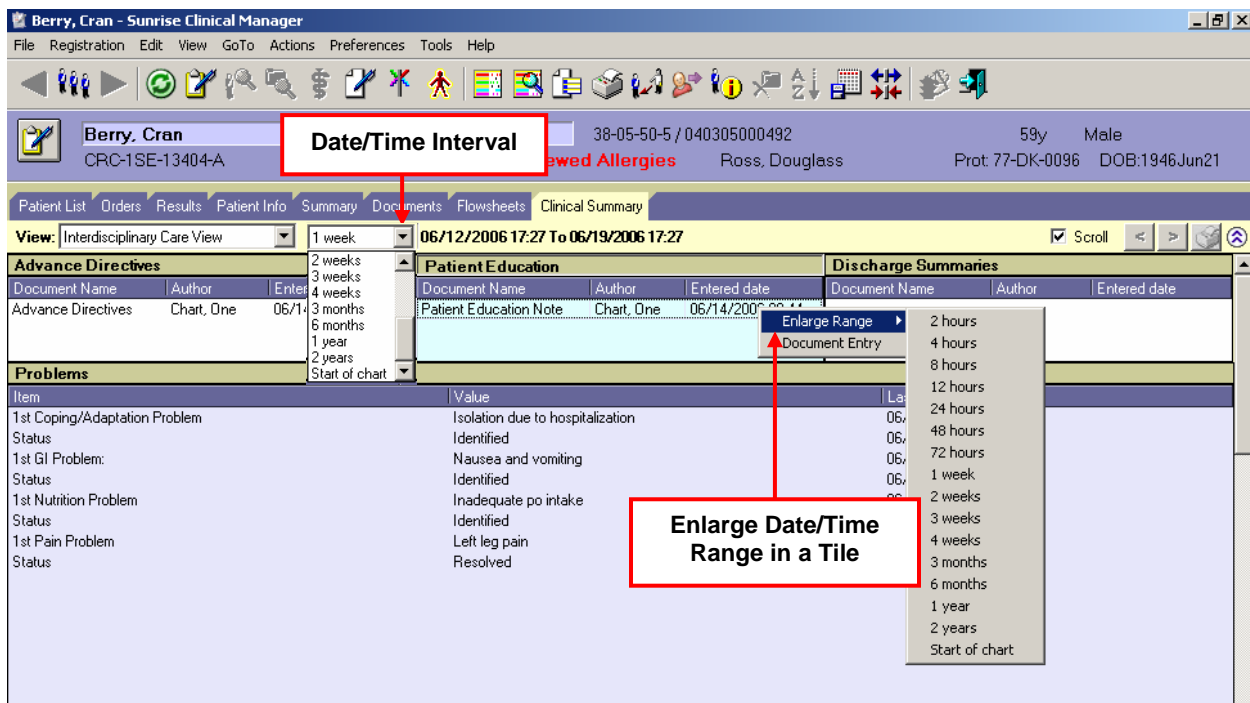

Figure 4: Change Date/Time Range

Save Current View as User's Default

On the Clinical Summary tab there are multiple views to choose. When physicians log on they see the Physician View, Nursing staff see the Nurses View as so on. If you would prefer to see the Interdisciplinary Care View as your personal default change this as follows:

- Select the view you want to save
- Select **Actions** from the tool bar
- Select **Save Current View as User's Default**

This view will remain the default for you only every time you log on to CRIS.